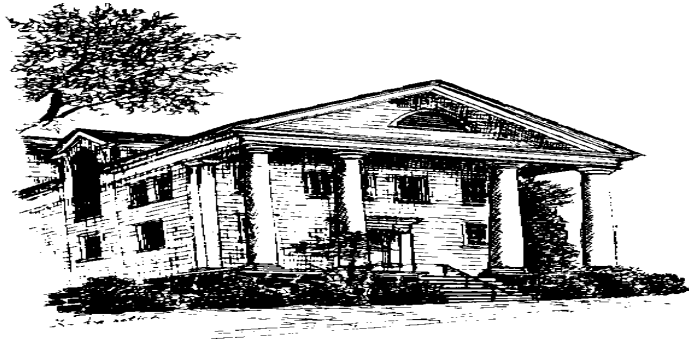


# PRICING AND POLICY INFORMATION FOR:

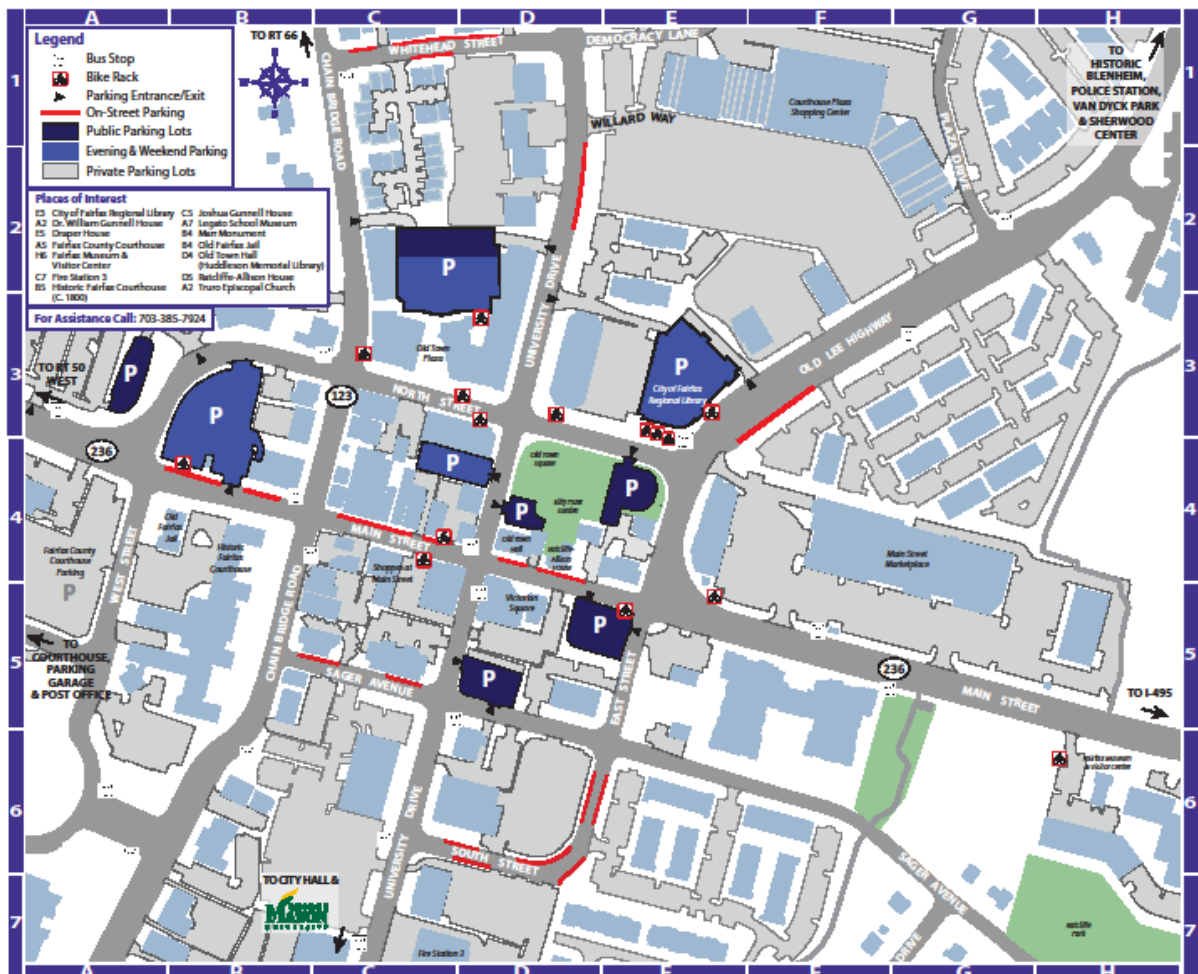
## OLD TOWN HALL



3999 University Drive, Fairfax, VA, 22030

Fax: 703-246-6321

<http://fairfaxva.gov/government/parks-recreation/reservations/rental-venues/old-town-hall>



To view a video slideshow of the venue, please visit <http://www.fairfaxva.gov/government/parks-recreation/reservations/rental-venues/old-town-hall/venue-video>

For a list of nearby restaurants and eateries, please visit <http://www.visitfairfax.com/category/restaurants/>.

## Customer Rates

<u>Space</u>	<u>Monday-Thursday</u>	<u>Friday &amp; Sunday</u>	<u>Saturday/Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
Main Level	\$140/hr (2hr min)	\$245/hr (5hr min)	\$350/hr (5hr min)	150	175
Upper Level	\$140/hr (2hr min)	\$245/hr (5hr min)	\$350/hr (5hr min)	100	130
Both Levels	\$215/hr (2 hr min)	\$320/hr (5hr min)	\$425/hr (5hr min)	250	305
Caterer's Corner	\$50 (one-time charge)	\$50 (one-time charge)	\$50 (one-time charge)	\$50 (one-time charge)	\$50 (one-time charge)
Upper Patio	N/A	\$75/hr (1hr min, 2 hr max)	\$75/hr (1hr min, 2 hr max)	N/A	175

## Business Rates/Non-Profit Rate

<u>Space</u>	<u>Monday-Thursday + Friday until 3:00 p.m.</u>	<u>Friday after 3:00 p.m.- Sunday and Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
Main Level	\$105/hr (2hr min)	N/A	150	175
Upper Level	\$105/hr (2hr min)	N/A	100	130
Both Levels	\$180/hr (2hr min)	N/A	250	305
Caterer's Corner	\$50 (one-time charge)	N/A	10	10
Upper Patio	N/A	N/A	N/A	175

## Certified 501(c)3 Non-Profit Rates

<u>Space</u>	<u>Monday-Thursday + Friday until 3:00 p.m.</u>	<u>Friday after 3:00 p.m.- Sunday and Holidays</u>	<u>Banquet Style Capacity (Wall to Wall W/Tables and Chairs)</u>	<u>Theater Style Capacity (Wall to Wall W/ Chairs Only)</u>
Main Level	\$60/hr (2hr min)	N/A	150	175
Upper Level	\$60/hr (2hr min)	N/A	100	130
Both Levels	\$120/hr (2hr min)	N/A	250	305
Caterer's Corner	\$50 (one-time charge)	N/A	10	10
Upper Patio	N/A	N/A	N/A	175

## Security Deposits

<u>Rate</u>	<u>Monday-Thursday + Friday until 3:00 p.m.</u>	<u>Friday after 3:00 p.m.-Sunday and Holidays</u>
Customer Rate	\$450	\$450
Business Rate	\$250	N/A
Certified Non-Profit Rate	\$250	N/A

*\* The City will reserve the right to adjust pricing depending on promotional offerings on a seasonal basis.*

## Hours and Discounts

### Rental Hours

All Rooms

### Mon-Sun/Holidays

7 a.m. – 2 a.m.

### Operating Hours

All Rooms

### Mon-Fri

10:30 a.m. – 3:30 p.m.

### Sat-Sun/Government Holidays

Closed

### Discounts

**Approved Civic Associations, City Service Groups, City Boards and Commissions** - (Minimum two hours, reservations can be made up to six weeks prior to event)

For approved City civic associations, service groups and boards and commissions, as referenced in the Cost Recovery Report of 2011, the following usage is allowed: 3 uses Monday-Thursday and 1 use Friday- Sunday amongst the Sherwood Center and Old Town Hall per calendar year for \$25 per hour. Business rate will apply after 3 Monday-Thursday usages in calendar year. After Friday-Sunday use is used, customer rate applies. There is no security deposit for these groups. All a la carte items are charged at the customer rate.

**City Resident and City Business** - \$200 discount off the final balance for the rental Fri-Sun only (customer rate only).

**Seasonal** – Rentals of either or both levels on Fridays, Saturdays, or Sundays in January and February will receive a 10% discount off the hourly rental rate.

## Old Town Hall Reservation Agreement

Applicant's Name:		E-mail:		
Address (Street, City, State, Zip):				
Telephone #:		(H)	(W)	(C)
In addition to the applicant, name(s) of person(s) who will be authorized to make changes or additions to the contract: (1) (2) (3)				
Additional contact information (must be someone other than applicant):				
Activity:		Date of use:		
Space/s Requested (Circle those that apply):		(Main Floor) (Upper Level) (Caterer's Corner) (Upper Patio)		
Hours of Use:		From: am/pm To: am/pm		
<i>*Customers must include any time they may need to setup or cleanup in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc.</i>				
Maximum # of people that will be in attendance at any one time (please see policies and conditions):				
Will alcohol be served?	1) Will the event be open to the public (a private event requires a guest list and invitations)?	2) Is there a cost to attend the event, is there a cash bar or are donations suggested?	3) Is the activity intended to be a fund-raising venture?	4) Will alcohol be taken or consumed outside?
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
If you answered yes to number 1, 2, 3, or 4 then you will need to obtain a banquet license from the State of Virginia: <a href="http://www.abc.virginia.gov/enforce/forms/banquet.pdf">http://www.abc.virginia.gov/enforce/forms/banquet.pdf</a>				
Caterer's Name: (Will need 2 weeks prior to event)		Caterer's Telephone #: (Will need 2 weeks prior to event)		
What special equipment will your caterer bring?				
The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests. <b>COURT ENFORCEMENT</b> The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Old Town Hall including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties. <b>PAYMENT AND RESERVATION</b> This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed. Full payment is due 60 days prior to the rental date. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by renters. I have read this agreement and agree to abide by their terms. <b>SIGNATURE:</b> <b>DATE:</b>				
A restored 1922 Steinway baby grand piano is available for rental on the Upper Level only for an additional fee. The piano is to be moved only by the facility management individual present at OTH (i.e. member of City of Fairfax Parks and Recreation Department). Nothing may be placed on any surface of the piano except music scores. If music is not in its original cover, care must be used that no staples, paperclips, or similar metal objects come in contact with the piano. The piano shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the pianos with no danger of decorations falling on the pianos. The individual signing this agreement will be liable for any damage to the piano. I have read the conditions related to the use of the piano and agree to abide by their terms. <b>APPLICANT'S INITIALS:</b> <b>DATE:</b>				
Make checks payable to "City of Fairfax." Or if paying by credit card, complete the following:				
Credit Card #:		Expiration Date: Security Code:		
Name of Card Holder (Please Print):		Signature of Card Holder:		
Address of Card Holder:		E-mail of Card Holder:		
Phone Number of Card Holder:				

## A La Carte Menu

**Please check all that apply and mark the amount that is needed.**

<input checked="" type="checkbox"/>	<b><u>Complimentary Equipment</u></b>	<b><u>#Available</u></b>	<b><u>Cost</u></b>
	6' Round Tables (seats up to 12)	10	N/A
	5' Round Tables (seats up to 10)	14	N/A
	4' Round Tables (seats up to 6)	8	N/A
	3' Round Tables (seats up to 4)	11	N/A
	3' Round Cocktail Tables	6	N/A
	3' x 3' Square Tables	2	N/A
	6' x 2'6" Rectangular Tables (seats 3 on each side, 1 on each end)	13	N/A
	6' x 1'6" Rectangular Tables (seats 3 on one side)	4	N/A
	14' x 4' Rectangular Walnut Table (Main Hall)	1	N/A
	Banquet Style Chairs (blue)	285	N/A
<input checked="" type="checkbox"/>	<b><u>A La Carte Equipment</u></b>	<b><u>#Available</u></b>	<b><u>Cost</u></b>
	Restored 1922 Steinway Baby Grand Piano Tuned	1	\$225
	Restored 1922 Steinway Baby Grand Piano without Tuning	1	\$75
	Section of Stage (6' x 8')	6	\$40 each
	Portable Projector	1	\$175
	Portable Projection Screen	1	\$50
	Portable Projector and Projection Screen	1	\$200
	Amplified Podium with Microphone	1	\$75
	Amplified Microphone (Main Hall Only)	1	\$25
	Easel	1	\$10 each
	90" Round Tablecloth (Patterned Gold)	Plenty	\$12 each
	90" Round Tablecloth (White)	Plenty	\$12 each
	120" Round Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	60" x 104" Rectangular Tablecloth (Patterned Gold)	Plenty	\$12 each
	60" x 104" Rectangular Tablecloth (White)	Plenty	\$12 each
	90" x 132" Rectangular Tablecloth (Ivory) (Floor Length)	Plenty	\$16 each
	Coffee Urn (Makes up to 55 Cups)	4	\$25 each
	Early Drop Off/Pickup/Storage	N/A	\$50
<input checked="" type="checkbox"/>	<b><u>Waiver</u></b>	<b><u>Initials</u></b>	
	I do not wish to use any of these items/services.		

## Policies, Procedures, and Restrictions

**Please initial each policy indicating that you have read it and agree to the terms.**

	<b>Alcohol:</b> Alcohol is permitted but a banquet license must be obtained and posted at the bar throughout the event if: 1) The event is not private. Private means invitations are sent out to a specific group of people and a guest list is available. 2) There is a cost to attend the event, there is a cost for food, there is a cost for alcohol, or donations are suggested. 3) The event is a fundraiser. 4) Alcohol will be taken or consumed outside. <a href="http://www.abc.virginia.gov/enforce/forms/banquet.pdf">http://www.abc.virginia.gov/enforce/forms/banquet.pdf</a>
	<b>Appointments:</b> If you wish to view this facility for a potential rental please call or e-mail: Operations Manager, Brianne Baglini- 703-385-1703, <a href="mailto:Brianne.baglini@fairfaxva.gov">Brianne.baglini@fairfaxva.gov</a> or Facilities Coordinator, Kaveh Tajalli- 703-293-7119, <a href="mailto:Kaveh.tajalli@fairfaxva.gov">Kaveh.tajalli@fairfaxva.gov</a>
	<b>Arrival at the Hall:</b> Facility management must be informed of the arrival time of the first guest/vendor. Allow enough time for vendors to set up and clean up when establishing rental time. Your contracted time is the time you will be allowed access to the space(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period unless Early Drop Off/Pickup/Storage has been paid for. Allow enough time for vendors to set up and clean up when establishing rental time.
	<b>Art Work:</b> The art work in the building remains up during ALL events.
	<b>Business/Non-Profit Rate:</b> Businesses must provide a copy of their business license. Non-profits must provide proof of their non-profit status.
	<b>Cancellations:</b> 1) If request for cancellation is sent in writing (e-mail is acceptable) 60+ days prior to the reservation date, customer will receive a full refund minus a \$100 processing fee. 2) Full payment is due 60 days prior to the reservation date. If the request for cancellation is sent in writing (e-mail is acceptable) between 31 and 59 days prior to the reservation date, customer will be refunded the security deposit only. Or, the customer may choose to switch their date with no penalty. 3) Full payment is due 60 days prior to the reservation date. If the request for cancellation is sent in writing (e-mail is acceptable) 30 days or less prior to the reservation date, customer will be refunded the security deposit only. Or, the customer may choose to switch their date for a processing fee of an additional 10% of all rental charges (calculated from the bottom line, not including the security deposit).
	<b>Caterer's Corner:</b> The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted.
	<b>Certified 501(C)3 Non-Profits:</b> Organization must provide proof of 501(C)3 status.
	<b>City Resident:</b> To qualify as City Resident 1) Bride, groom, mother, father, or legal guardian of either bride or groom must reside within the City at the time of the signing of the reservation agreement and at the time of the event. 2) Person whose name is on application resides within the City at the time of signing the reservation agreement and at the time of the event.
	<b>Damages:</b> User is responsible for all damages to the property and equipment. Damages will be deducted from the security deposit.
	<b>Decorations:</b> No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls or any other surface of the building inside or out. Painter's tape ONLY may be used on the columns on the Main Floor. No birdseed, rice, glitter, confetti, real flower petals, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. Balloons may not be allowed to float to the ceiling. Failure to abide by these regulations will result in partial or full loss of security deposit.
	<b>Doors:</b> All doors leading to the outside may NOT be propped open.
	<b>Early Drop Off/Storage/Pickup:</b> Drop off must be scheduled the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through Brianne Baglini or Kaveh Tajalli one month prior to the reservation date. Drop off items must fit in Caterer's Corner with the exception of vendor delivery. Drop off may not last more than an hour. No setup may be done during drop off. Pickup must be scheduled through Brianne Baglini or Kaveh Tajalli (dependent on venue's rental schedule).
	<b>Equipment:</b> Round table measurements are listed by diameter. 14' Rectangular Walnut Table is reputed to be President James Buchanan's Cabinet table. The City of Fairfax's equipment must remain inside (we allow the 3' Round Cocktail Tables to be used on the Upper Patio area ONLY). Any tables, chairs, etc. needed for outside must be rented through an independent vendor.
	<b>Failure to Comply:</b> Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee and security deposit.
	<b>Fire Code:</b> Failure to comply with the fire code capacity in each room will result in immediate termination of the event and forfeiture of fee and security deposit.
	<b>Holidays:</b> The venues in the City of Fairfax are not available for reservations on Christmas, Thanksgiving, and Independence Day. The holiday rate will be charged on New Year's Eve, New Year's Day, Memorial Day, and Labor Day. Holiday decorations including a Christmas tree on the front porch, greenery in the windows, bows, and electric candles in the hall will be on display from the fourth week of November to the first week of January.
	<b>Inclement Weather/Conditions:</b> The City of Fairfax will do everything in its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question in order to open for the rental. In these instances, renters will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.
	<b>Liability/Injuries:</b> User is responsible for all injuries to guests. The City reserves the right to require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$500,000. The user will save harmless the City of Fairfax, the lesser and the City's and lesser's officers, employees, and agents on any and all claims whatsoever arising out of the use of the Old Town Hall, including any liability for death, personal injury or property damage, where incurred by the lesser, lessee (or member if lessee is an organization or group) or any and all third parties. <a href="http://www.ebi-ins.com/tulip">www.ebi-ins.com/tulip</a>



	<b>Modification:</b> City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.
	<b>Moonbounces:</b> Moonbounces are not permitted at the Old Town Hall.
	<b>Open Flames:</b> Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted inside or outside the building.
	<b>Personnel:</b> The City will provide staff to monitor the City's building during rentals.
	<b>Piano:</b> The piano is to be moved only by the Facility Management Individual present. Nothing may be placed on any surface of the piano except music scores. If music is not in its original cover, care must be used that no staples, paper clips, or similar metal objects come in contact with the piano. The piano shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the piano with no danger of decorations falling on the piano. The individual signing the contract will be liable for any damage to the piano. The piano is only available on the Upper Level.
	<b>Repeat Renter Discounts:</b> After 3 rentals of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Monday-Thursday, every additional rental of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Monday-Thursday after that within the calendar year receives a 20% discount from the hourly rate of ½ the Performance Space, the Full Performance Space, or the Old Town Hall (does not include security deposit). After 3 rentals of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Friday-Sunday, every additional rental of ½ the Performance Space, the Full Performance Space, or the Old Town Hall Friday-Sunday after that within the calendar year receives a 20% discount from the hourly rate of ½ the Performance Space, the Full Performance Space or the Old Town Hall (does not include security deposit). Discount is applicable for customer rate and business/non-profit rate only. Discounts are offered in sequential order (i.e. if customer rents August 4 <sup>th</sup> , August 11 <sup>th</sup> , August 18 <sup>th</sup> , and August 25 <sup>th</sup> , discount would apply to August 25 <sup>th</sup> only). Repeat renter discount cannot be combined with any other discount.
	<b>Reservations:</b> Applications for reservations will be accepted on a first-come, first-served basis. The City reserves the right to cancel reservations if agreement circumstances change or for a reasonable cause. All fees are due 60 days prior to the scheduled rental. Applicant must be at least 21 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Rentals are taken up to 2 years in advance. Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement.
	<b>Restroom Facilities:</b> The Old Town Hall has ADA compliant restrooms.
	<b>Security Deposit:</b> Security Deposit is due up front and will be reimbursed upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, time overages, or violation of the agreement, will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. The security deposit is refunded to the individual/organization that made payment. If the deposit has been paid for by a check, the check reimbursement will take 4-6 weeks and will be sent to the payer's address on the agreement. Credit cards used to pay for the security deposit will be automatically charged for full payment 60 days prior to the event unless the customer specifies that they wish to pay by a different form.
	<b>Setup &amp; Clean-up:</b> The diagram of your setup MUST be turned in 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – NO EXCEPTIONS. Last minute additions may not be able to be accommodated. City staff will set up tables and chairs prior to event and will assist in setting up A/V upon arrival. However, customer must include any time they may need to set up or clean up in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc. User or user's caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, and walkways. Protective covering or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). User or user's caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles provided by the City. The City will provide trash receptacles and bags. Building must be left in same condition it was found in (included hallways, restrooms, and Caterer's Corner). 1:00 a.m. – 2:00 a.m. may be used for cleanup only. Event must end by 1:00 a.m. All guests must vacate by the end of the reserved hours.
	<b>Smoking:</b> Smoking is not permitted inside the building, but is permitted outside the building. Users must use ash urns provided on site.
	<b>Upper Patio:</b> The Upper Patio may only be reserved in conjunction with the Old Town Hall. The Upper Patio must be rented for a minimum of one hour and a maximum of two hours. The area will be stanchioned off (stanchions provided by the City of Fairfax). If alcohol will be consumed, a banquet license must be obtained from the State of Virginia and posted at the bar areas. Glass bottles, cups, etc. are not permitted on the Upper Patio. None of the City of Fairfax tables or chairs may be used outside except for the 3' round cocktail tables.
	<b>Violation of Law:</b> Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

Signature \_\_\_\_\_

How did you find out about us?

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